



# **JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY**

## **POLICY ON ESTABLISHMENT OF A COLLEGE CAMPUS AND A CAMPUS**

**October 2016**

## **Jaramogi Oginga Odinga University of Science and Technology**

### **POLICY ON ESTABLISHMENT OF A COLLEGE CAMPUS AND A CAMPUS**

**2016**

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**Policy Title:** Policy on Establishment of a College Campus and Campus

**Policy Statement:** The policy outlines the procedures and guidelines of establishing a College Campus and a Campus of the university, including determination of the objectives, rationale, academic programmes, examinations, and the general administrative and governance structures.

**Policy Contact:** Deputy Vice Chancellor (Academic Affairs)

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**Signed:**



Vice-Chancellor, Secretary to Council  
Prof. S. G. Agong'

16/12/2016

Date



Chairman of Council  
Dr. B. J. Mwandotto

16/12/2016

Date

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## **PREAMBLE**

The policy outlines the procedures and guidelines of establishing a College Campus and a Campus of the university, including determination of the objectives, rationale, academic programmes, examinations, and the general administrative and governance structures.

**LIST OF ABBREVIATIONS AND ACRONYMS**

BUC	Bondo University College
CAB	College Academic Board
CMB	College Management Board
CUE	Commission for University Education
DVC(AA)	Deputy Vice-Chancellor ( Academic Affairs)
DVC(PAF)	Deputy Vice-Chancellor ( Planning , Administration, Finance)
DVC(RIO)	Deputy Vice-Chancellor ( Research, innovation, Outreach)
ICT	Information Communication Technology
JOUST	Jaramogi Oginga Odinga University of Science and Technology
PPP	Public Private Partnership

## **POLICY FRAMEWORK**

This policy shall be read and enforced alongside:

- 1 Constitution of Kenya 2010 and any other relevant Act as will be amended from time to time
- 2 Universities Act No. 42 of 2012
- 3 Commission for University Education, Universities Standards and Guidelines, 2014
- 4 Code of Governance for State Corporation (Mwongozo).
- 5 Kenya Vision 2030
- 6 Jaramogi Oginga Odinga University of Science and Technology:
  - Charter 2013
  - Statutes 2013
  - Code of Ethical Principles and Conduct 2013
  - Financial Management Policy 2013
  - Rules & Regulations Governing the Organization, Conduct and Discipline of Students 2013
  - ICT Policy 2013
  - Risk Management Policy 2013
  - Anti-Corruption Policy

## DEFINITION OF TERMS

Constituent Colleges	According to the JOOUST Charter 2013 Clause 9 and JOOUST Statute XXX “ The Cabinet Secretary may, on the advice of the Council and the recommendation of the Commission, by order published in the Gazette , establish or declare an institution of higher learning or higher education or any other training establishment to be a constituent college of the University.”
Colleges within the University	According to the JOOUST Charter 2013 Clause 8 and JOOUST Statute XXIX “ (1)The Council may, on the advice of Senate, establish colleges within the University whose functions and powers shall be provided for in the Statutes. (2) A College established within the University shall consist of such faculties, schools, institutes ,department, centres and any other resource and administrative units as may be provided for by the Statutes”.
Campus College	A College within the University spatially distinct or with a thematic identity which shall consist of such faculties, schools, institutes, department, centres and any other resource and administrative units as may be provided for by Council as per the JOOUST Statutes.
Campus	A university campus shall be the smallest unit of a university and shall have adequate resources to support its student’s population which shall mirror those of the main university.
(Campus College / Campus)	Campus College or Campus

## **1 INTRODUCTION**

### **1.1 Background**

Jaramogi Oginga Odinga University of Science and Technology (JOOUST) was granted a Charter by President Mwai Kibaki on 13<sup>th</sup> February 2013. JOOUST is the successor of Bondo University College (BUC) which was established by the Government of Kenya as a Constituent College of Maseno University through Legal Order No. 56 of 11th May 2009. Bondo University College took over Bondo Teachers' Training College in the year 2009 starting with a small number of 200 students.

The student population has grown rapidly to stand at 10,265 as at the beginning of 2016 and is projected to increase by 20% per year for the next five years. JOOUST has had three graduations and is now positioning itself as a premier institution of higher learning, offering market driven academic programmes for sustainable socio-economic development.

The University programmes are tailored towards addressing Kenya Vision 2030 by means of the pillars of technology transfer, scientific research, innovation and collaboration with the industry. In addition the academic programmes provide students with the relevant competencies, skills, knowledge and integrated understanding of different fields.

Apart from the rapid growth in the number of students and programmes, the University has had significant achievements to date in research and innovation. A major focus that is pertinent to the growth and development of this University is the need to remain competitive.

### **1.2 Location and Accessibility**

The University's main campus is situated in Bondo Town, 2 Km from the town centre, along Bondo-Usenge Road within Siaya County, Kenya. A unique feature of JOOUST is that it is located near Lake Victoria, the World's second largest fresh water lake, an endowment that bestows upon the University the potential for studies in fresh water resource management.

The University is accessible directly by road, water and air. It is located 70 kilometers west of Kisumu City, with an international airport having the potential to open up the area for international and trans-regional trade and eco-tourism.

The location of the University is not only friendly for pursuit of academic excellence and scholarship but also suitable for high profile research undertaking as well as community outreach.

### 1.3 Defining Profile

#### 1.3.1 Vision

A beacon of excellence and a global leader in University education for sustainable development

#### 1.3.2 Mission

To provide quality education that nurtures creativity and innovation through integrated training, research and community outreach for the advancement of humanity

#### 1.3.3 Philosophy

The University is anchored on the philosophy of holistic approach to the service of humanity and other related areas of scholarship mediated through wisdom, science and technology

#### 1.3.4 Core Values

- Fairness
- Professionalism
- Integrity
- Meritocracy
- Equity and
- Transparency & Accountability

#### 1.3.5 Motto

Oasis of Knowledge

## 2 MANDATE

The Universities Act No, 42 of 2012, Article 20 (I) (d) which states that:-

A University granted a Charter in accordance with section 19—  
“...may establish campuses and constituent colleges which must conform to standards established by regulations made under this Act.”

The JOOUST Charter 2013 and Statute XXIX states that:

(1)The Council may, on the advice of Senate, establish colleges within the University whose functions and powers shall be provided for in the Statutes.

(2) A College established within the University shall consist of such faculties, schools, institutes ,department, centres and any other resource and administrative units as may be provided for by the Statutes.

This provision is further emphasized by the Commission for University Education, Universities Standards and Guidelines, 2014 under the First Schedule under article INST/STD/013

“A university campus shall be the smallest unit of a university and shall have adequate resources to support its student’s population which shall mirror those of the main university.”

### **3 OBJECTIVES OF THE (COLLEGE CAMPUS / CAMPUS)**

As enshrined in Statute II of the JOOUST Statutes, 2012, the College Campus/Campus, being a mirror of the University shall have the following objectives:

- (a) To advance knowledge through teaching, scholarly research and scientific investigation;
- (b) To promote learning in the student body and society generally;
- (c) To promote cultural and social life of society;
- (d) To support and contribute to the realization of national economic and social development;
- (e) To transfer and commercialize technology from the University and other international institutions to the benefit of students, the University and the industry;
- (f) To generate outputs in research and innovations outputs that have an impact on the national development goals;
- (g) To promote the highest standards in, and quality of, teaching and research;
- (h) To educate, train and retrain higher level professional, technical and management personnel;
- (i) To disseminate the outcomes of the research conducted by the university to the general community;
- (j) To facilitate life-long learning through provision of adult and continuing education;
- (k) To foster a capacity for independent critical thinking among its students; and
- (l) To promote gender balance and equality of opportunity among students and employees.
- (m) To promote equalization for persons with disabilities, minorities and other marginalized groups.

### **4 MACRO ENVIRONMENT**

The promulgation of the Kenya Constitution 2010, the enactment of the Universities Act 2012 and Government policies on education has had an impact on the way the universities are governed and managed. JOOUST has therefore, put in place measures to ensure compliance with the Constitution and relevant Laws. The University, for instance, has reviewed the Statutes, and policies to comply with the Universities Act of 2012, the JOOUST Charter 2013 and Code of Governance for State Corporation (Mwongozo).

The government requires all public institutions to align their Strategic Plans and Budgets to Kenya Vision 2030, National Policies and National Development Goals. A major goal in the Vision 2030 is increased access to university education with an emphasis on science and technology.

The Ministry for the time being in charge of Education, Science and Technology has since established a Commission for University Education. This is a pointer to the government’s commitment to promoting University education in Kenya. In addition, the Government of Kenya's: Medium-Term Two plans on education sector; the Performance Contracting Process

and the national anti-corruption campaigns have also created positive development in the management, practice and delivery of university education.

Economic factors determine the issues to do with country's and local development trends, international trade, gross domestic product, inflation and fluctuation of the local currency among others. This will affect enrollment, higher education financing, operations and maintenance costs, and personnel emoluments for university staff.

Government ability to finance higher education and to encourage public-private partnership (PPP) in the education sector depends on the national economic growth. With PPP, there is a growing realization within the universities that the vast economic opportunities which exist in the vicinity of the universities can be exploited to the benefit of the stakeholders.

The people living around the University have a rich cultural heritage which offers immense opportunity for greater community economic empowerment. The University through the Division of Research, Innovation and Outreach has put in place strategies to assist the neighbouring communities to harness cultural heritage and resources for economic development.

Recently the world has seen advancement in technology in all facets of life. Notable progress has been witnessed in ICT, green energy solutions, mobile telephony, construction engineering, medicine and agri-business. This has brought a paradigm shift in the way research and teaching programmes are developed and carried out. While these advancements are fast being entrenched as key drivers of every industry and are already offering opportunities for sustained growth and innovation in the education sector, their uptake require investment in terms of acquisition, training, maintenance and replacements.

There is increased concern regarding environmental issues that include; impacts of climate change, environmental degradation, natural resource management, waste management, deteriorating water and air quality, reduction of forest cover and loss of biodiversity among others. One notable environmental issue that affects the University is the deteriorating quality of water in Lake Victoria and the presence of water hyacinth.

The issues of green energy, recycling of waste, conservation of soil and forest cover, prevention of chemical and noise pollution, occupational health, environmental audits and impact assessments require attention in the country.

The University, takes cognisance of the numerous laws and regulations which have been put in place for purposes of managing the environment. It will also take into account the available opportunities for intervention through research and/or implementation of programmes that would mitigate on the negative effects on the environment.

## **5 RATIONALE FOR ESTABLISHMENT OF (COLLEGE CAMPUS / CAMPUS)**

To actualize its vision and mission and to effectively and efficiently deliver on its mandate, while taking full advantage of the macro environment, the university needs to cater for the demand for education from individuals of diverse career backgrounds and engagements and different parts of the country by expanding accordingly to provide:

### 5.1 Quality Education and Training

JOOUST will focus on the outcome of the education and training it is providing. The University is well aware that its marketing strategy to deliver *market driven* programmes will be hinged on the quality of its graduates. All programmes and their delivery methods will therefore be subjected to quality standards through accreditation, compliance and adherence to best practice while also ensuring that they are market driven. The University will invest on capacity building to ensure delivery of this quality.

### 5.2 Increased Access to and Greater Equity in Higher Education

The University needs to grow its faculty and non-faculty human resource capacity as well as its infrastructural capability. This growth must be sustainable in order to provide not only increased *access* to and greater *equity* in higher education but also to place the University at a competitive advantage both locally and globally.

### 5.3 Research, Innovation, and Technology for Development

As a university of science and technology, JOOUST would like to position itself as a university of choice in its *niche* areas. This calls for a focus on practical solutions to societal issues in accordance with Kenya Vision 2030. The innovative research undertakings are expected to position the University among the best globally.

### 5.4 Engagement through Community Outreach

Research and innovation for their own sake does not necessarily impact on lives of citizens. As such JOOUST envisages putting in place effective mechanisms for dissemination of its findings and providing leadership in *partnering with the community* in the implementation of its innovations through community friendly strategies and policies backed by sustainable engagement.

## 6 GOVERNANCE OF (COLLEGE CAMPUS / CAMPUS)

### 6.1 Establishment of Colleges within the University – (Statute XXIX)

The Council may, on the advice of the Senate, establish a College Campus / Campus within the University. The functions and powers shall be derived from the Statutes.

### 6.2 (College Campus / Campus ) Management Board

1. There shall be, for each College Campus or Campus, a College Campus Management Board or Campus Management Board respectively whose respective membership shall be:
  - (a) The Principal - Chairperson;
  - (b) The Deputy Principal;
  - (c) Deans of Schools/Faculties;
  - (d) Directors of Centers;
  - (e) Directors of Institutes;
  - (f) The College Accountant / Senior Accountant; and
  - (g) The College Registrar / Senior Assistant Registrar - Secretary.
2. The (College Campus / Campus) Management Board shall be responsible for the administrative functions of the (College Campus / Campus) and for this purpose its functions shall include:

- (a) Management of the personnel, facilities and finances of the (College Campus / Campus);
  - (b) Planning for (College Campus / Campus) needs and development;
  - (c) Preparation of annual estimates of the funds required by the (College Campus / Campus); generation of revenue and administration of all funds entrusted to it;
  - (d) Provision of the welfare of staff and students;
  - (e) Implementation of rules and regulations governing the conduct, behaviour and discipline of staff and students of the (College Campus / Campus) as approved by the Senate and Council; and
  - (f) Repair and maintenance of (College Campus / Campus) equipment and facilities.
3. Unless the (College Campus / Campus) Management Board otherwise determines, a meeting of the (College Campus/Campus) Management Board shall be held at least once in each semester at such time and place as the Chairperson may appoint.
  4. At all meetings of the (College Campus/Campus) Management Board a quorum shall be the nearest whole number above half the membership of the (College Campus / Campus) Management Board.
  5. Decisions of the (College Campus / Campus) Management Board will be by a simple majority vote of those present and voting provided that the Chairperson of the (College Campus / Campus) Management Board shall have a casting vote in the event of an equality of votes.
  6. The Chairperson may call a special meeting of the (College Campus/Campus) Management Board within 14 days of receiving a request for that purpose addressed to him and signed by at least two thirds of the members of the (College Campus / Campus) Management Board.
  7. The Chairperson, or in his absence the Deputy Principal, shall preside at all meetings of the (College Campus / Campus) Management Board at which he is present and in the absence of both the Chairperson and the Deputy Principal, the members present shall elect a temporary Chairperson from among themselves.
  8. The (College Campus / Campus) Management Board may subject to such limitations as it may think fit, delegate any of its powers or duties to the Chairperson or a committee or committees consisting of such members of the (College Campus / Campus) Management Board and other persons as it may think fit, and the (College Campus / Campus) Management Board may empower any such committee or committees to act jointly with committees appointed by the College Academic Board where so constituted. Provided that the (College Campus / Campus) Management Board shall not delegate to the Chairperson or to a committee the power to approve, without further reference to the (College Campus / Campus) Management Board the annual estimates of expenditure.
  9. The Chairperson shall be an *ex-officio* member of every committee of the (College Campus /Campus) Management Board but shall not be Chairperson of any such committee unless expressly so provided.
  10. Unless the (College Campus /Campus) Management Board otherwise determines, a quorum of any committee of the (College Campus / Campus) Management Board shall be the nearest whole number above two thirds of the membership of the Board.
  11. The (College Campus / Campus) Management Board shall cause a copy of its minutes to be sent to the Secretary, University Management Board as soon as such minutes have been confirmed and duly signed.
  12. Subject to these provisions , the (College Campus / Campus) Management Board shall have power to regulate by such means as it may think fit its own procedures of its own meetings and those of its committees.

### 6.3 College Campus Academic Board

1. There shall be a College Academic Board for each College Campus whose membership shall be:
  - (a) The Principal - Chairperson;
  - (b) Deputy Principal;
  - (c) All Deans of Schools/Faculties, Directors of Schools, and Directors of Institutes within the College Campus;
  - (d) All Chairpersons of Teaching Departments within the College Campus;
  - (e) All Professors and Associate Professors within the College Campus not being members of the College Academic Board by virtue of any other provision of this Statute;
  - (f) One representative from each Faculty, Teaching School or Institute in the College Campus;
  - (g) The College Librarian;
  - (h) One Postgraduate Student;
  - (i) One student representative from each Faculty and/or teaching School/Institute, elected by secret ballot from the College Campus Students' Organization;
  - (j) Such other full-time academic members of the University, not exceeding three, appointed by Senate on the recommendation of the College Campus Academic Board;
  - (k) Such other co-opted members not exceeding three, and not being full-time academic members of the University, appointed by Senate on the recommendation of the College Campus Academic Board; and
  - (l) College Registrar – Secretary.
2. The College Campus Academic Board shall be responsible for the administration and management of the academic programmes of the College Campus, and to that end its function shall include:
  - (a) to propose regulations to the Senate for the admission of students to the courses in the college campus and their continuance with such courses;
  - (b) to consider and select, and to recommend to the Kenya Universities and Colleges Placement Services for approval, the undergraduate students who apply to Jaramogi Oginga Odinga University of Science and Technology for admission for the courses at the College Campus;
  - (c) to consider and select postgraduate students, to approve admissions, courses and appoint supervisors and examiners;
  - (d) to grant scholarships, fellowships and awards and to revoke any such grants in accordance with Statutes and regulations;
  - (e) to direct and make regulations on the teaching and research within the College Campus in accordance with University rules and statutes; and
  - (f) to recommend names of examiners for appointment by Senate.
3. Unless the College Campus Academic Board otherwise determines, its meetings shall be held at least three times in each semester at such time and place as the Chairperson of the College Campus Academic Board may appoint.
4. The Chairperson of the College Campus Academic Board may call a special meeting of the Board and shall call a meeting within fourteen days of receiving a request for that purpose addressed to him and signed by at least two thirds of the members of the College Campus Academic Board.
5. The Chairperson of the College Campus Academic Board or in his absence, the Deputy Principal, shall preside at meetings of the Board at which he is present, and in the event of

absence of both the Chairperson of the Board and the Deputy Principal the members present and constituting a quorum shall elect a temporary Chairperson from among their number.

6. At any meeting of the College Campus Academic Board a quorum shall be the nearest whole number above two thirds of the membership of the Board, for the time being.
7. The Chairperson of the meeting shall have an original and a casting vote.
8. The College Campus Academic Board may, subject to such limitations as it may think fit, delegate any of its powers or duties to a committee consisting of such members of the Board and other persons as it may think fit and the Board may empower any such committee to act jointly with any committee appointed by the College Campus Management Board.
9. Subject to these provisions, the College Campus Academic Board shall have power to regulate, by such means as it may think fit, procedures of its own meetings and those of its committees.

#### **6.4 Principal of (College Campus / Campus)- (Statute XII)**

- 1 The Council shall through a competitive process appoint a Principal for each College Campus and Campus respectively of the University from amongst the senior academic staff.
- 2 A person shall only be appointed as a Principal where the person is of high moral character and integrity in accordance with Chapter Six of the Constitution.
- 3 The Principal shall hold office for five (5) years, renewable once provided that he or she may resign the office by giving six months notice, in writing, or six months salary in lieu of notice.
- 4 The Council may also terminate the appointment by giving six months notice in writing or six months' salary in lieu of notice.
- 5 The Principal shall be the academic and administrative head of the College Campus / Campus.
- 6 The Principal shall be expected to seek leave of absence from his/her department for the period he/she holds the office, and shall revert to his/her department at the end of the appointment.
- 7 The Principal shall be under the general authority of the Vice-Chancellor and shall exercise such other powers and perform such other duties as may be assigned or delegated to him/her by the Vice-Chancellor or in accordance with Statute VIII.
- 8 The Principal shall be the Chairperson of the (College Campus / Campus) Management Board, the College Campus Academic Board in the case of a College Campus and any other Committee as directed by the Vice-Chancellor.
- 9 The Principal may from time to time assign or delegate any of the duties to a committee or to a member of staff of the University and may withdraw such assignment or delegation.

#### **6.5 Deputy Principal of College Campus/Campus-(Statute XIII)**

- 1 The Council shall through a competitive process appoint a Deputy Principal for each College Campus / Campus respectively of the University from amongst the senior academic staff.
- 2 A person shall only be appointed as a Deputy Principal where the person is of high moral character and integrity in accordance with Chapter Six of the Constitution.
- 3 The Deputy Principal shall hold office for five (5) years, renewable once provided that he or she may resign the office by giving six months notice, in writing, or six months' salary in lieu of notice.

- 4 The Council may also terminate the appointment by giving six months notice in writing or six months' salary in lieu of notice.
- 5 The Deputy Principal shall be expected to seek leave of absence from his/her department for the period he/she holds the office, and shall revert to his /her department at the end of the appointment.
- 6 The Deputy Principal shall be under the general authority of the Principal and shall exercise such other powers and perform such other duties as may be assigned or delegated to him/her by the Principal or Vice-Chancellor in accordance with Statute XII or VIII respectively.

## **7 ADMINISTRATION OF (COLLEGE CAMPUS / CAMPUS)**

### **7.1 Academic Programmes**

The University programmes are Senate approved and tailor-made to address the Vision 2030 goals of technology transfer, scientific research, innovation and collaboration with industry. The programmes provide our students with the relevant industrial competencies, skills, knowledge and integrated understanding required by different fields and related environment as well as those seeking competitive advantage in the work place and the world of consultancy. The strength of JOUST's graduates lies in their ability to be job creators, innovators and leaders in diverse disciplines for sustainable community development and societal needs.

### **7.2 Modes of Study**

The programmes are delivered through different flexible learner-friendly modes that are approved by the Senate. These include: full-time programmes; 8.00 a.m. to 7.00 p.m; Part-time programmes: (weekdays: 5.30 pm to 8.30 pm and weekends: 8.00 am to 5.00 pm); and School-based/Institution Based programmes: (April, August and December sessions, weekdays and weekends: 7:00 am to 7:00 pm). The programmes are delivered through various schools, directorates and centres.

### **7.3 Programme Management**

The University shall ensure that a manageable number of programmes are offered at the campus based on available facilities and demand. The College Campus / Campus

Programmes are run by the Deans of respective Schools.

The following procedures will be followed by the Office of the Principal in consultation with the respective Deans of Schools and Chairpersons of Departments:

- i. Identify suitable lecturers from among the full time staff and/or part time lecturers to teach the courses at the College Campus/Campus.
- ii. Allocate/prepare learning/teaching venues and prepare the teaching time table in consultation with the University Time Tabling Coordinator.
- iii. Coordinate and monitor teaching and learning at the College Campus / Campus.
- iv. Market programmes offered at the College Campus / Campus and recruit students for these.

### **7.4 Examinations**

- i. Examinations are centrally processed at the Main campus
- ii. The College Campus / Campus shall have an Examination Officer who shall be in charge of and coordinate all examination matters for the campus
- iii. The Examinations Officer shall issue examinations to the individual course lecturers for administration to the eligible candidates according to the scheduled examination timetable.

- iv. The College Campus / Campus shall have a strong room for safe storage of examinations.

### 7.5 Quality Assurance

- i. At the end of every semester each course is evaluated by students, for enhancement of quality teaching and learning.
- ii. Internal and External Audits are done using the University Quality Management System to audit for teaching and learning.
- iii. All the programmes offered are approved by the University Senate and accredited by the Commission for University Education (CUE).
- iv. All part-time lecturers are identified and vetted by Chairpersons of Departments and Deans of Schools in consultation with the Principal for appointment.
- v. All examinations are internally and externally moderated and examined.
- vi. The overall responsibility of ensuring quality checks rests with the University Senate
- vii. The University shall appoint a (College Campus / Campus) Quality Assurance Officer who works in liaison with the University- wide Quality Assurance and Enhancement Officer.

### 7.6 Human Resources

#### i. Academic Staff

The College Campus / Campus shall draw the teaching staff from full time members of staff from the main Campus and suitable part timers competitively recruited. It shall however have fulltime members of staff housed at the campus as programme leaders

#### ii. Administrative staff

Administrative staff for the College Campus / Campus shall be appointed and deployed from the main campus according to the Criteria for Appointment and Promotions set by the university.

The (College Campus / Campus) shall have key administrative staff comprising the following offices;

**Table 1: Administrative Staff:**

Staff Category	Number
Principal	1
Deputy Principal	1
Administrative : College Registrar / Senior Assistant Registrar Grade (13)	(1,1)/2
Accountants: College Accountant / Senior Accountant (Grade 13) Accountant I (Grade 12) Assistant Accountant (Grade 10)	1/1 2 1
Library Staff : College Librarian / Senior Librarian (Grade 13) Librarian ( Grade 12) Library Assistant I ( Grade 7) Library Assistant II (Grade 6)	1/1 1 1 1
Auditors: College Auditor / Senior Internal Auditor ( Grade 13)	1/1

Assistant Dean of Students (Grade 12)	1
Quality Assurance Officer (Grade 9)	1
Computer Technologist: Network Support Technician (Grade 9) Senior ICT Technician (Grade 9)	1 1
Secretary: Senior Secretary (Grade 8) Secretary (Grade 6) Assistant Secretary (Grade 5)	1 1 2
Clerk: Records Clerk (Grade 4) Filing Clerk (Grade 3) Mail Clerk (Grade 3)	1 2 1
Office Assistant (Grade 2)	4
Grounds men	3
Security guards	4
Total	36/36

### 7.7 Finance resources

The main source of income for the campus is Tuition fees paid directly to the University main accounts after which the Centre is allocated funds for administrative management. Finances are managed as per the JOOUST Financial Management Policy. The Principal/Campus Director shall prepare annual Centre budget and present it to the University Budgeting and Planning Committee for approval and subsequent implementation.

## 8 SPECIFIC INFRASTRUCTURAL REQUIREMENTS

The establishment of a campus by the University will conform to the provisions of the Universities Act No. 42 of 2012 and the CUE Standards and Guidelines 2014.

### 8.1 Tenancy Arrangements

The University would initially enter into long term lease agreements with the proprietors of the premises, on terms agreeable to both parties. In the long term, the University would acquire its own premises through purchase once funds are available.

## 9 REVIEW

The Policy is subject to review every three years and when there is a change in law that governs Universities or as the need arises.

## 10 ORGANOGRAM

### 10.1 College Campus Administrative Structure

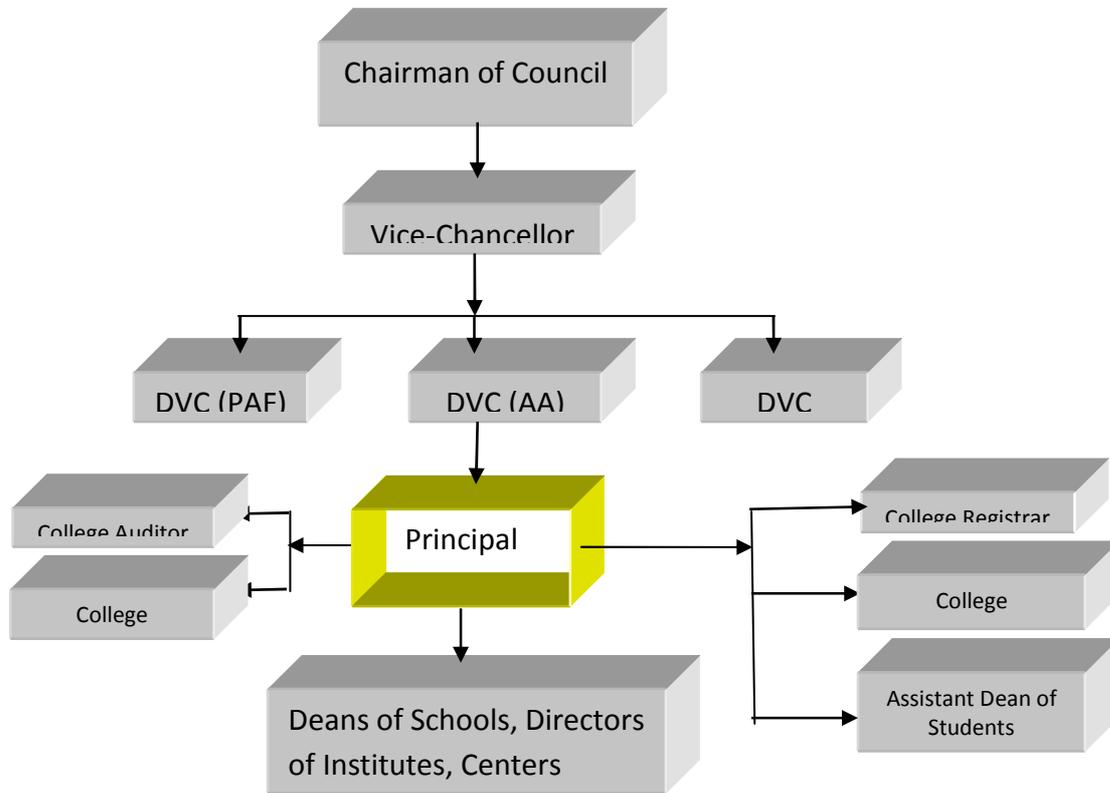
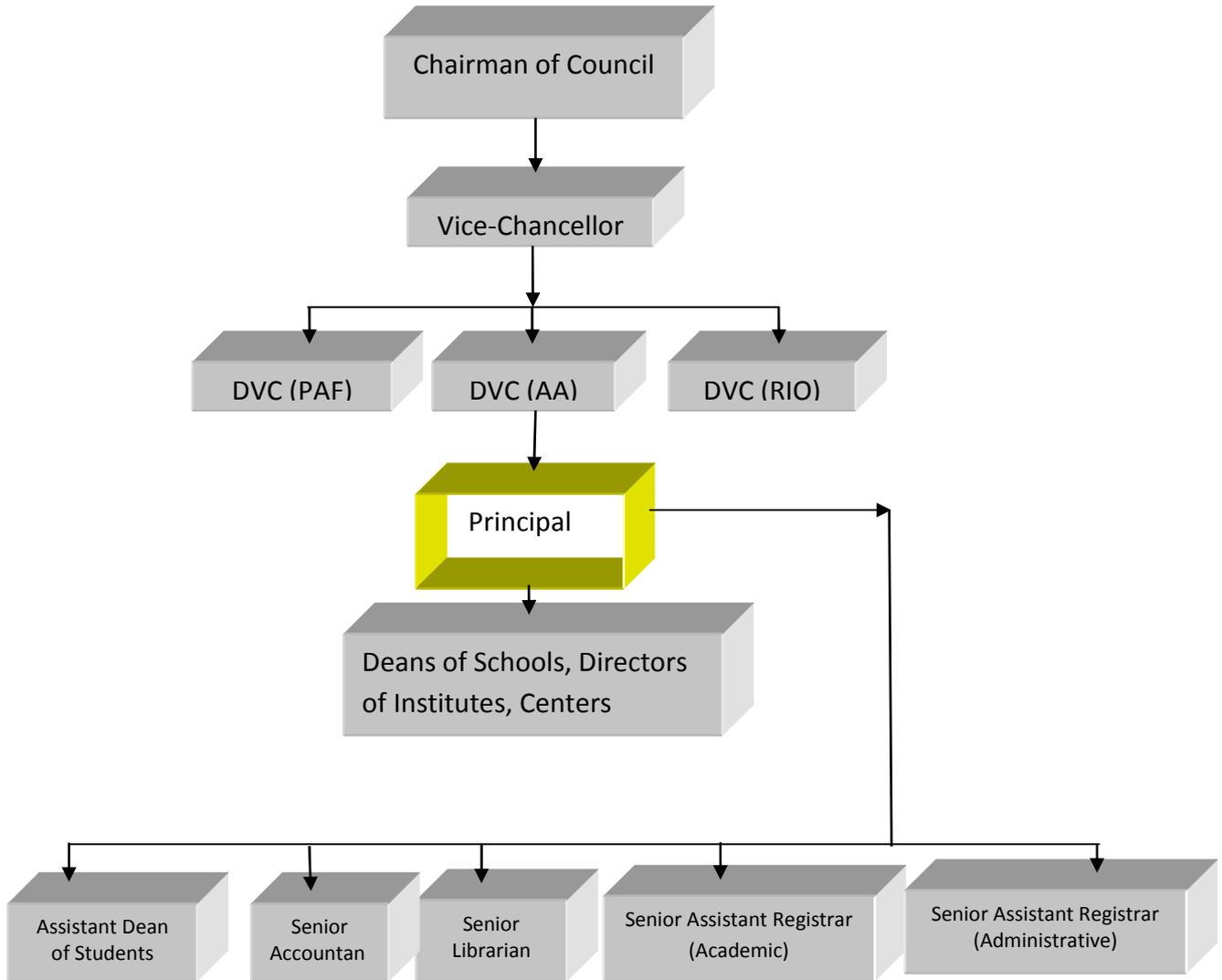


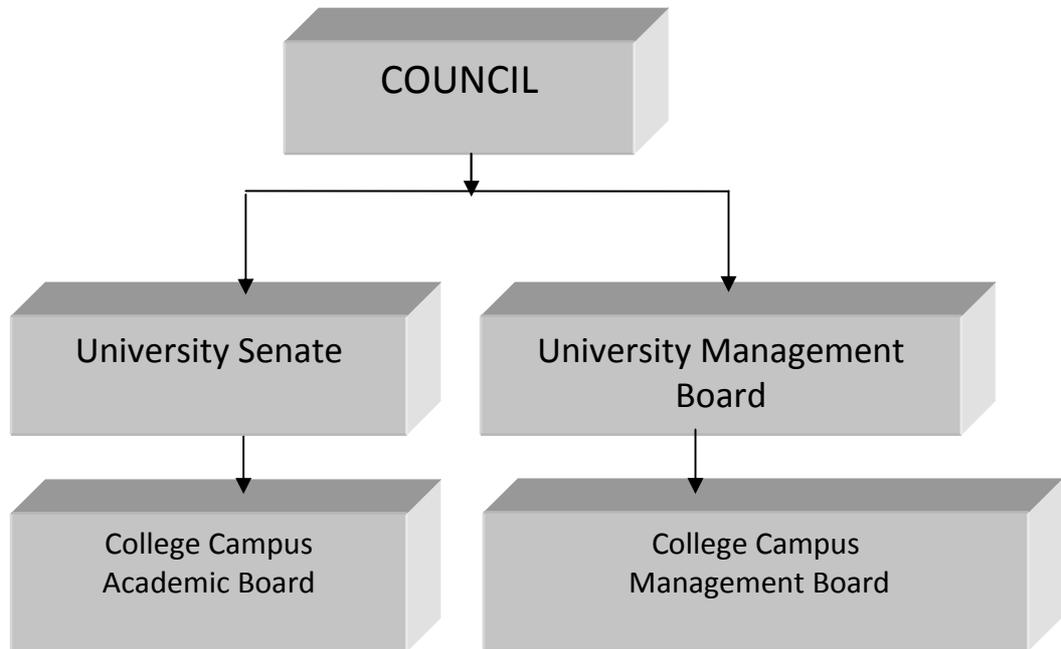
Figure 1 College Campus Administrative Structure

## 10.2 Campus Administrative Structure



**Figure 2 Campus Administrative Structure**

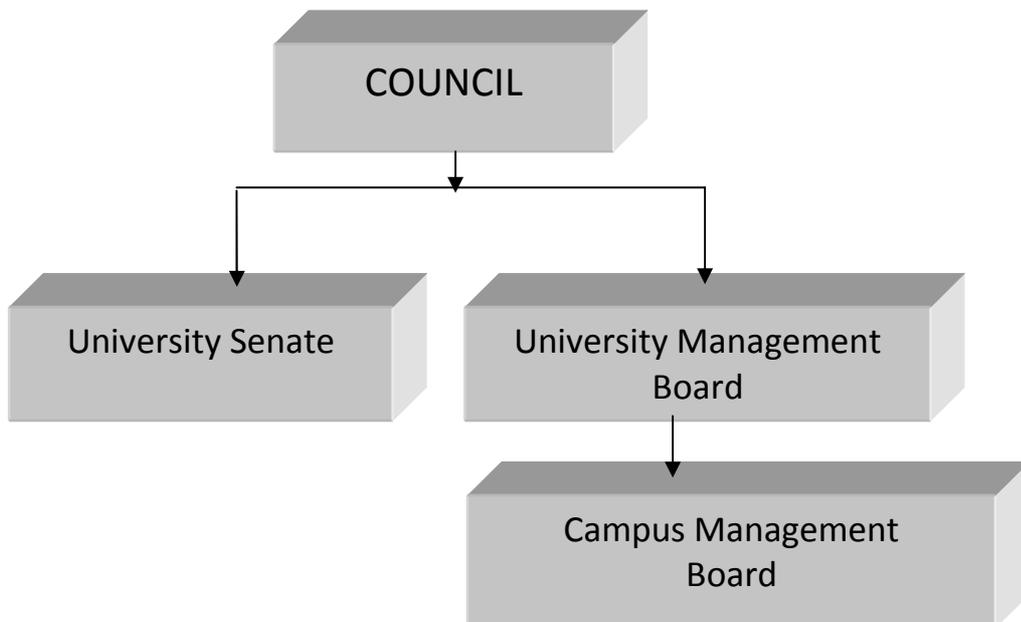
### 10.3 College Campus Governance Structure



**Figure 3 JOOUST College Campus Governance Structure**



### 10.4 Campus Governance Structure



**Figure 4 JOOUST Campus Governance Structure**